

The City of Hillsboro is accepting applications for a Development Services Intern with the Public Works Department. This position will work on a variety of projects related to development and construction within Hillsboro. The Development Services Internship is a temporary, part-time, 20 hour/week internship. Hours will be scheduled Monday–Friday between 8 am–5 pm and located at the City of Hillsboro Public Works Building at 4415 NE 30th Ave.

Compensation is up to \$15.31/hour. Applications will be accepted until August 17th, 2018.

Internship Process & Timeline:

August - September: Application, Interview, and Selection Process

September – March: Internship, with potential to extend position for an additional 6 months

General Description of Duties:

- Assist with asset inventory using GIS which includes; gathering GPS points, creating and editing GIS databases, and making GIS updates
- Conduct construction site field assessments which include; pipe placement, excavations, grading, sidewalk, and concrete pours
- Complete a field survey including assessing boundary resolution, asset mapping, and construction control
- Complete other tasks as assigned per the Development Services Intern supervisor

The ideal candidate is:

- Able to perform simple mathematic calculations
- Familiar with construction drawings, plans, and specifications
- Proficient in; Microsoft Office, databases, CAD, and GIS
- Familiar with survey and GPS equipment
- A strong listener who is able to communicate positively and professionally
- Able to carry out tasks independently
- Flexible in taking on a range of assignments and interested in learning new things
- Able to work in the field alongside supervising staff and personnel

Requirements:

- Must be a Junior or Senior student currently enrolled in an four-year undergraduate program pursuing a degree in Engineering, Environmental Science, GIS, or a related field
- Must complete and pass criminal background check
- Must be able to speak, read, and write English
- Must have a valid driver's license and safe driving record

How to Apply: Submit letter of interest and resume by August 17, 2018 at 5:00pm via email or in. Contact information to submit an application is listed below. Partial applications will not be considered.

Email: jessica.stark@hillsboro-oregon.gov (Development Services Internship in subject line)

In person: City of Hillsboro Human Resources Department

Attn: Jessica Stark

150 E Main St. – 2nd floor Hillsboro, OR 97123

Questions? : Jessica Stark, City of Hillsboro Human Resources Department at
jessica.stark@hillsboro-oregon.gov
or at 503-681-6222

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.